

Instructions for Completing Avenue NYC/City Council Discretionary-funded Program Biweekly Timesheets

You must submit timesheets on a monthly basis. SBS cannot issue payments to your organization unless you have submitted all required timesheets.

1. **Name of Organization** – Enter the name of your organization.
2. **Employee's Name** – Enter the name of the employee for whom you are completing the timesheet. You must submit timesheets for each employee who receives any portion of his or her salary through an Avenue NYC/City Council Discretionary-funded contract, regardless of the employee's position.
3. **Signatures** – Once you have completed the time sheet electronically, print out a copy and sign the document. All timesheets must be signed by the employee and also signed by an Executive Director or the equivalent of an Officer of the Board.
4. **Work Period** – Enter the beginning and ending dates for the time period covered by the timesheet for the employee. The period on the time record submitted should correspond as closely as possible to the period of the accompanying Certified Financial Statement of Actual Expenditures.
5. **Arrival Time/Departure Time** – Enter the times that the employee's work for the organization began and ended. This should be completed for every day that the employee worked, regardless of the funding source for the salary covering the period or the nature of the work done (i.e., include Avenue NYC/City Council Discretionary-funded program work as well as work on other projects). *Leave these boxes blank for days charged as holidays, vacation, or sick days.*
6. **Hours Spent on CDBG-eligible/Non-CDBG-eligible Activities** – Enter the number of hours worked by the employee for each day. The number of hours spent on all Avenue NYC/City Council Discretionary-funded program areas should be indicated in the box for hours spent on Community Development Block Grant (CDBG)-eligible activities or in the box for hours spent on non-CDBG-eligible activities. Categories of CDBG-eligible and non-CDBG-eligible activities are listed at the bottom of the timesheet.

The numbers that you enter in these columns and rows should be the number of hours between the employee's arrival and departure times, minus the time taken for lunch. You should enter the total number of hours spent on Avenue NYC activities in this area, regardless of the source of funding for the employee's salary covering that period.

7. **Holiday/Illness/Vacation** – Enter the number of hours in each column that the employee took for the applicable category of leave. Be sure to include only sick and holiday leave that is actually eligible under the terms of your Avenue NYC/City Council Discretionary-funded contract.
8. **Other** – Enter the number of hours that the employee used for eligible “other” categories such as maternity leave, bereavement leave, and jury duty.
9. **Weekly Total Daily Hours** – When you fill out the timesheet, the Excel spreadsheet will automatically calculate this total.
10. **Bi-Weekly Totals** – When you fill out the timesheet, the Excel spreadsheet will automatically calculate these totals.